



Los Angeles County Department of Regional Planning

Land Use Application

STAFF USE ONLY ▶	PLAN #:	PROJECT #:	WORK CLASS:
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▼ Attach additional sheets where more space is needed for project or applicant/contact information.

STEP 1: SUBJECT PROPERTY

ASSESSOR'S PARCEL NUMBER(S)

PROPERTY ADDRESS (IF APPLICABLE)

BUSINESS/ESTABLISHMENT NAME (IF APPLICABLE)

STEP 2: RECORD OWNER

NAME

ADDRESS

CITY/STATE

ZIP

TELEPHONE

EMAIL***

APPLICANT/AGENT

NAME

ADDRESS

CITY/STATE

ZIP

TELEPHONE

EMAIL***

Preferred contact: ☐ Owner ☐ Applicant/Agent

RECORD OWNER OR APPLICANT EMAIL MUST BE PROVIDED

STEP 3: PROJECT DESCRIPTION & PROPOSED USE

STEP 4: PROJECT & PROPERTY DATA

Existing use(s) and structure(s) (sq. ft.) and dwelling units:

Existing structure(s) to be demolished (if applicable)?

☐ No ☐ Yes If yes, how many: _____
sq. ft.

Proposed use(s), structure(s) and additions (sq. ft.) and units:

Proposed Sign(s) (sq. ft.):

SECTION A

Are you proposing to subdivide land? ☐ No ☐ Yes

SECTION B

Is grading proposed? ☐ No ☐ Yes If yes, cubic yards:

CUT + FILL = TOTAL GRADING

Will grading be balanced on-site? ☐ No ☐ Yes

If no, complete the Export/Import fields below.

EXPORT IMPORT

SECTION C

Are there slopes of 25% or more on the subject property?

☐ No ☐ Yes If yes, topographic lines must be depicted on the site plan.

SECTION D

Are retaining walls proposed? ☐ No ☐ Yes

If yes, submit wall cross-sections and elevations with depictions of both natural and finished grade.

SECTION E

Are there any oak trees on or next to the subject property? ☐ No ☐ Yes

If yes, how many: ENCROACHMENTS REMOVALS

SECTION F

Water Source:

☐ Public Water

☐ Private Well

☐ Shared Well

Sewer System:

☐ Public Sewer

☐ Private Septic or Equivalent

Water Source — Public Name: _____

SECTION G

STEP 5: OWNER'S CONSENT

I hereby certify under penalty of perjury that I have read the information below and that:

1. I am the property owner or have obtained the property owner's/owners' consent to the submittal of this application and contents therein; and
2. I have carefully reviewed and prepared the application and plans in accordance with the instructions; and
3. I provided information in this application, including all attachments, which are accurate and correct; and
4. I understand that the submittal of inaccurate or incomplete information or plans, or failure to comply with the instructions may result in processing delays and/or denial of my application; and
5. I understand that it is the responsibility of the applicant to substantiate the request through the requirements of the application; and
6. I understand that upon further evaluation, additional information/documents/reports/entitlements and fees may be required, including any referral fees; and
7. I understand that failure to submit any such required fees or information requested at a later time may result in processing delays and/or denial of my application; and
8. I understand that it is the responsibility of the applicant or property owner to notify the Department of any changes to the project, including change in ownership, which may require additional information/documents/reports and fees and may cause delay to the processing of the project; and
9. I understand that if there is a zoning violation on the property, plan review may be delayed. Any unpermitted structures or uses must either be removed or legalized at part of this application; and
10. I am the property owner or have obtained the property owner's/owners' consent and expressly allow, authorize, and permit the County of Los Angeles to enter and inspect the subject property, with or without prior notice, to inspect, photograph, and/or process this application. No additional permission or consent to enter upon the subject property is necessary or shall be required. I further certify and warrant that I am authorized to and, hereby do, consent and allow such inspections on behalf of each and all owners of the subject property; and
11. I understand that all materials submitted in connection with this application may become public record subject to inspection and copying by the public. I acknowledge and understand that the public may inspect and copy these materials and that some or all of the materials may be posted on the Department's website. For any materials that may be subject to copyright protection, or which may be subject to sections 5500.1 and 5536.4 of the California Business and Professions Code, I represent that I have the authority to grant, and are granting, the County permission to make the materials available to the public for inspection and copying, in hardcopy or electronic format; and
12. I understand that denials will result in no refunds; and
13. I understand that Department staff is not permitted to assist the applicant or proponents and opponents of a project in preparing arguments for or against the project; and
14. I understand that there is no guarantee – expressed or implied – that an approval will be granted. I understand that such application must be carefully evaluated and after the evaluation has been conducted, that staff's recommendation or decision may change during the course of the review based on the information presented.

REQUIRED SIGNATURES

I, the owner of the subject property, have read, understand and consent to the submission of this application. If the applicant signs for the owner, please submit a letter of authorization from the owner with original ink signature(s):

 _____
SIGNATURE

PRINT NAME

DATE

Lobbyist Statement Acknowledgement

The Los Angeles County Lobbyist Ordinance No. 93-0031, effective May 7, 1993, requires certification that each person who applies for a County permit is familiar with the requirements of Ordinance No. 93-0031 (Lobbyist Ordinance), and that all persons acting on behalf of the applicant have complied and will continue to comply with the requirements of said Ordinance through the application process. I hereby certify that I am familiar with the requirements of Ordinance No. 93-0031. I further understand that the making of such a certification, and compliance with this ordinance, shall be conditions precedent to the granting of the requested permit, license, contract or franchise.

 _____
SIGNATURE

DATE

Lobbyist Permit #(s) if Applicable: _____

Applications may be submitted in person or online: **planning.lacounty.gov/apps**

Appointments are required to submit three or more applications in person. Please call (213) 974-6438 for an appointment.

Incomplete applications will not be accepted. **Please see checklist for required materials.**